

NON-DUAL STATUS (TITLE 20) STATE TECHNICIAN VACANCY ANNOUNCEMENT

NGDE-HR-RP 250 Airport Road New Castle, DE 19720-1502		ANNOUNCEMENT # 21-16	OPENING DATE: 7 Jan 16	CLOSING DATE: 29 Jan 16
WORKING LOCATION: State Comptroller's Office Wilmington, DE	SELECTION METHOD: PANEL	SALARY RANGE(s): \$51,638.00 - \$67,126.00 / PA		
POSITION TITLE: Education Services Specialist (11537)	PD NUMBER(s): S8123018	OCCUPATIONAL SERIES: 1740	PAY PLAN & GRADE(s): GS-09	

APPOINTMENT FACTORS

<u>AREAS OF CONSIDERATION</u>	<u>APPOINTMENT STATUS</u>
<ul style="list-style-type: none"> ▪ AREA I - All current on board permanent state employees of the Delaware National Guard. ▪ AREA II - All others. 	<div style="display: flex; justify-content: space-around;"> <div> Managerial <input type="checkbox"/> </div> <div> Supervisory <input type="checkbox"/> </div> <div> Neither <input checked="" type="checkbox"/> </div> </div> Army National Guard: <input checked="" type="checkbox"/> Air National Guard: <input type="checkbox"/> Permanent: <input checked="" type="checkbox"/> Indefinite: <input type="checkbox"/> Temporary: <input type="checkbox"/>

SELECTIVE PLACEMENT FACTORS

EVALUATION METHOD: All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum knowledge, skills, and abilities necessary to perform the duties and responsibilities of the position.

QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated on the reverse of this announcement. These requirements must be met in addition to all selective placement factors indicated in order to be considered qualified for this position. Applicants selected for a position at a trainee level will be promoted non-competitively upon completion of the established individual development plan (IDP) along with the recommendation of the supervisor.

EQUAL OPPORTUNITY: The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

APPLICATION PROCEDURES: All interested applicants for this position must submit a **Resume, OF 306, DNG Form 87-R** (form is optional, information is required), **SF 181** (Optional), & **supporting/miscellaneous documents**. Documentation from the military personnel office must be submitted indicating eligibility for placement in a position requiring Officer/Warrant Officer status. Candidates must describe on the application all knowledge, skills, abilities, experience, education, and self-development as pertains to the requirements of this position. **DO NOT attach position descriptions. COMPLETE applications must be provided to HRO by close of business (COB) on the closing date of the announcement; INCOMPLETE or LATE applications WILL NOT be considered.** Applications can be hand-carried, mailed, faxed or emailed to: usarmy.de.dearng.list.ngde-staff-hro-pss@mail.mil. Use this guide to follow the proper steps in submitting a complete application: <http://delawarenationalguard.com/wp-content/uploads/2015/03/How-to-Apply-for-a-DENG-Technician-Position.pdf>

REMARKS: Permanent Change of Station Costs will not be paid. Enrollment in Electronic Fund Transfer (Direct Deposit) pay is a condition of employment. A pre-placement physical/examination is required for employment.

MICHAEL J. FEELEY Col, DE ANG Human Resource Officer	DISTRIBUTION: 1 – Requesting Official 1 – DENG Website 1 – Union Official
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DNG Form 33D-E (This form will not be reproduced. Supplies will be requisitioned from Headquarters, Delaware National Guard)
 25 Nov 2013 (NGDE-HR-RP)

EDUCATION SERVICES SPECIALIST (11537)
S8123018, GS-1740-09

SUMMARY OF DUTIES AND RESPONSIBILITIES: (A complete position description is on file in the HRO)

- Act as the System Administrator by way of perform database administration for the State Education Program for the Delaware National Guard to include designing, redesigning and maintaining a massive database. Responsible for preparing and maintaining budget funding reports to include financial reports by Fiscal Year and total program dollars obligated and dispersed of State Education Funds.
- Prepare semester applicants report for Education Review Board by Status, Name, branch of service; institute attending, Full Time or Part Time student and amount obligated and amount of reserved tuition dollars. Track and enter fees paid for each student each semester and then prepare and process end of year Fee reimbursement to the students. Prepare Special Review report for Education Review Board consisting of Waiver Requests, Exception to Policy Request and all related letters and documentation supporting requests. Design statistical reports that will analyze prior year obligations and disbursements, which help to advise upper chain of command when revisions are necessary and for bettering the program. Design and prepare on the spot ordered reports from upper chain of command and deliver an accurate, attractive report within hours.
- Prepare annual Budgeting reports to the State Legislatures with actual and future projected expenditures. Prepare participation reports to include by Army or Air Guard, participants enrolled in program by school – used to project future students and Guard members in a pipeline status. Prepare annual Budgeting reports to the State Legislatures displaying obligated and dispersed funds by school for full time and part time status students. Design and prepare a Tuition Default report each fiscal year to the State Legislators displaying the total amount defaulted, total amount of debt collected and the total outstanding balance still in default.
- Create, design and maintain all related State Education forms. Write and rewrite governing regulation (DNG PAM 600-3) for State Education program with a correct and understandable legal terminology and interpretation. Utilize State website for access of State Education forms that can be downloaded from the Delaware National Guard website which simplifies and make the program more convenient for all Airmen and Soldiers. Perform State Tuition program briefings and educational opportunity presentations for unit visitations, town meetings and post-secondary institutions. Create, prepare and maintain all historical program data. Analyze historical reports and use to project future educational funding needed yearly for the Joint Finance Committee. Create and distribute Student Handbooks containing the rules and guidelines of the program and include all the associated forms. Work closely with Army and Air Guard Public Affairs Officer in creating and publishing articles regarding the success of the State Tuition Reimbursement Program.
- Conduct daily face to face interviews with interested military members, new recruits or parents of soldiers and deliver education information and opportunities. Effectively conduct public speaking briefings on Federal and State educational benefits with all Army and Air Guard units.
- The incumbent will be responsible for tracking, monitoring, and conducting fixed asset inventories of all property and equipment purchased either with State funds, or Federal funds which were provided through Master Cooperative Agreement appendices. State Capital Asset records will be maintained and updated by the DNG State Comptroller's Office as purchases occur, and made available to the State Capital Assets Manager on a regular basis. The incumbent should become very familiar with Chapter 13 ("Asset Management") of the state of Delaware's Budget and Accounting Manual, which describes in detail the State requirements for asset accountability and inventory
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

GENERAL EXPERIENCE: To administer, supervise, promote, coordinate, conduct and evaluate programs, activities, or opportunities designed to provide individualized career- related or self-development education plans.

SPECIALIZED EXPERIENCE: Twenty-four (24) months of specialized experience must include the following KSAs: (Each KSA should be addressed separately in writing as it applies to the duties and responsibilities above.)

- a. Skill in applying analytical and evaluative techniques to the identification, consideration and resolution of issues or problems of a procedural or factual nature.
- b. Ability to prepare and maintain budget funding reports to include financial reports.
- c. Experience in writing and rewriting a governing regulation for State Education program with a correct and understandable legal terminology and interpretation.
- d. Ability to analyze historical reports and use to project future educational funding needed yearly for the Joint Finance Committee.
- e. Experience in conducting public speaking briefings on Federal and State educational benefits with all Army and Air Guard units.
- f. Knowledge and/or experience in conducting a physical inventory of property and equipment.

MINIMUM EDUCATION REQUIRMENTS: Degree that includes 24 college semester hours appropriate to the position to be filled in one or a combination of the areas described below:

1. **Tests and measurement:** Study of the selection, evaluation, administration, scoring, interpretation, and uses of group and individual aptitude, proficiency, interest, and other tests.

2. **Adult education:** Study of the adult as a learner, teaching-learning theories for adults, models and procedures for planning, designing, managing, and evaluating adult learning activities.
3. **Educational program administration:** Study of the foundation and methods in organizing for adult and continuing education programs.
4. **Curriculum development or design:** Study of the principles and techniques for development of curricula for adult or vocational education programs.
5. **Teaching methods:** Study of teaching strategies and learning styles of the adult learner.
6. **Guidance and counseling:** Study of the purposes and methods in counseling and guidance, the role of the counselor in various settings, approaches to counseling, and the uses of tests in the counseling situation.
7. **Career planning:** Study of career development, learning activities, systems, approaches, program coordination, use of educational and community resources, and vocational counseling systems.
8. **Occupational information:** Study of theories of occupational choice and vocational development and their application to the guidance process. Identification and utilization of various types of occupational information and resources.

**** QUALITY OF EXPERIENCE ****

Length of time is not of itself qualifying. Applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills and abilities needed to fully perform the duties of the position.

OTHER REQUIREMENTS: Must have a valid civilian driver's license (Applicant must provide a copy with application). Must possess or be able to obtain a Secret security clearance for continued employment.

**** The Human Resource Office is unable to furnish applicants with copies of their applications after they have been submitted. Please make copies of your application prior to submitting it to the Human Resource Office. ****

**** NOTE:** Federal Law prohibits use of U.S. Government postage paid envelopes for mailing applications. Applicant is responsible for his/her own postage. Applications received in U.S. Government Postage paid envelopes WILL NOT BE CONSIDERED. **